

POLICY STATEMENT

TITLE:

ICT Student Printing Policy

INTRODUCTION/OVERVIEW:

Northampton College is committed to providing high quality printing facilities for students in the most cost effective manner. A print monitoring system has been in place on classroom and Library printers for several years and the college will now use it to charge students for excessive printing. The aim is to cover the cost of additional printing and this should result in an overall decrease in printing costs and less wastage.

POLICY STATEMENT:

Student printing will be monitored and controlled by an appropriate professional system which is currently PCounter. All students will be allocated an initial allowance of £20 each academic year, no matter how many courses they sign up for. Duplex will count the same as two single sided pages. Students may purchase additional credits (top-ups). These top-ups will be added, on payment of the appropriate fee to the staff at all Libraries. No refunds to be given if the student has added credit and not used it. A special account will be used when taking formal exams so it will not affect the student allowance. Exceptions can be made for special circumstances with proper justification if required (to be determined by a Vice Principal or above).

QUALITY STATEMENTS:

- The ICT Services Team will provide a robust, secure printing service for students and an appropriate monitoring and charging system.
- The College reserves the right to use these systems where appropriate to monitor correct usage.
- The ICT Services Team will provide appropriate back up and support for the printing service
- Users of the Printing System are expected to treat the equipment with respect and observe normal procedures when using the ICT Systems.

LINKED POLICIES/ PROCEDURES:

- ICT Acceptable Use Policies
- ICT Staff Print Management Policy

MONITORING PROCEDURE:


- ICT Services Manager
- ICT Operations Manager
- Periodic Review

DATE FOR REVIEW AND NEXT DIVERSITY IMPACT ASSESSMENT:

May 2019

RESPONSIBILITY: Overall (Directorate/Dept): Implementation:

Executive Director of Estates

APPROVED BY SMT: (Principal to sign)		(Signature)
	Principal	(Position)
	8/5/18	(Date)

OR

ENDORSED BY SMT AND APPROVED BY CORPORATION: (Principal to sign)		(Signature)
	Principal	(Position)
		(Date)